



# College of Homeopaths of Ontario Registration Policies

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<b>Title:</b>	Refresher Program
<b>Category:</b>	Class Specific Requirement
<b>Distribution:</b>	Internal / External
<b>Policy Number:</b>	REG CS 02
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*Note to Readers: In the event of any inconsistency between this document and the legislation that affects homeopathy practice, the legislation governs. The College has the power and authority to implement the applicable acts and regulations under the Regulated Health Professions Act, 1991. Decisions may be made on a case by case basis, although precedence may factor into the outcome. If you have a question on how this policy affects your individual situation please contact the College directly.*

*It is important to note that College publications may be used by the College or other bodies in determining the interpretation of the provisions within the Homeopathy Act, 2007, its regulations and the College's Bylaws.*

## **Applicable Categories of Registration (unless otherwise noted):**

1. Applicant or Registrant Full Certificate of Registration
2. Applicant or Registrant Grandparented Certificate of Registration
3. Registrant Inactive Certificate of Registration

**Type of Requirement:** Exemptible for Applicants. Terms, Conditions, and/or Limitations of registration for Registrants.

**Applicable CHO Registration Regulation:** 6.(4)(b), 7.(3)(a), 10.(3)(a)

## **Policy:**

An Applicant/Registrant who is not otherwise current can successfully complete a Refresher Program, approved by the Registration Committee to demonstrate currency.

## **Purpose and Principles(s)**

A Refresher Program helps ensure the currency of an Applicant's/Registrant's knowledge, skill and judgment. The duration of the Refresher Program to be completed by an Applicant/Registrant will depend on all relevant factors including the number of years out of practice recent practice experience and continuing education and professional development activities. These factors can affect an individual's retention of knowledge and skills. The minimum course program will be two (2) weeks.

## **For Applicants**

If an Applicant cannot demonstrate the requirement of having practiced the profession of homeopathy for at least for 750 hours in the previous three (3) years and has been away from practice for more than three and less than seven (7) years, the Applicant will, absent exceptional circumstances, usually be required to complete a Refresher Program.

After seven (7) years or more and less than seventeen (17) years away from practice, the Applicant will, absent exceptional circumstances, usually be required to complete a longer Refresher Program with an in-class portion which meets the criteria set by the College.

If the Applicant has not practiced for seventeen to twenty (17 to 20) years, the Applicant's files will be reviewed on an individual basis by the Registration Committee and they may be required, absent exceptional circumstances, to complete the entire program in Homeopathy which meets the criteria set by the College.

After twenty (20) or more years away from practice, the Applicant will, absent exceptional circumstances, usually be required to complete the entire program in Homeopathy which meets the criteria set by the College.

### **For Registrants**

A Registrant may be required to undertake a Refresher Program if the Registrant cannot demonstrate they meet the required terms, conditions and/or limitation in which the Registrant shall practice the profession a minimum of 750 hours in every three (3) year period. Additionally, a Registrant wishing to apply for a Full or Grandparented Certificate of Registration following holding an Inactive Certificate of Registration may be required to undertake a Refresher Program.

If a Registrant/Applicant cannot demonstrate the requirement of having practiced the profession of homeopathy for at least 750 hours in the previous three (3) years and has been away from practice for more than three and less than seven (7) years, the Registrant will, absent exceptional circumstances, usually be required to complete a Refresher Program.

After seven (7) years or more and less than seventeen (17) years away from practice, the Registrant will, absent exceptional circumstances, usually be required to complete a longer Refresher Program with an in-class portion which meets the criteria set by the College.

If the Registrant /has not practiced for seventeen to twenty (17 to 20) years, the Registrant's files will be reviewed on an individual basis by the Registration Committee and they may be required, absent exceptional circumstances, to complete the entire program in Homeopathy which meets the criteria set by the College.

After twenty (20) or more years away from practice, the Registrant will, absent exceptional circumstances, usually be required to complete the entire program in Homeopathy which meets the criteria set by the College.

### **Process**

1. The Registrant/Applicant will complete the Refresher Competence Assessment Tool.
2. The Registrant/Applicant will contact a school program that has met the criteria to complete a Refresher Program. The supervisor from the school program will verify that the Registrant/Applicant has the competencies indicated on the completed Refresher Competence Assessment Tool and a learning plan will be developed to remedy the Registrant's competence in the areas needing improvement.
3. The refreshment will take place in a clinical format/setting.
4. At the end of clinical placement the supervisor from the school program will complete and sign another Refresher Competence Assessment Tool evaluating the Registrant's/Applicant's at the entry to practice level.

## Related Policies, Standards, Guidelines and Regulations

### *Homeopathy Act, 2007, Ontario Regulation 18/14 Registration*

#### **Registration requirements, Full class**

6. (4) Except in the case of an applicant to whom subsection 8 (1) applies, where the applicant has not successfully completed at least one of the requirements of paragraph 1 or 2 of subsection (1) within the 12-month period immediately before the date on which the applicant submitted his or her completed application, the applicant must have,

- (a) practiced the profession of homeopathy for at least 750 hours in the three years immediately before the date on which the applicant's application; or
- (b) successfully completed a refresher program approved by the Registration Committee within the 12 months immediately before the date of the applicant's application. O. Reg. 18/14, s. 6 (4).

#### **Terms, etc., Full class**

7. (3) If a member fails to meet the condition described in paragraph 1 of subsection (1), the Registrar shall refer the member to the Quality Assurance Committee for a peer and practice assessment unless the member,

- (a) has successfully completed a refresher program approved by the Registration Committee;
- (b) has given the College a written undertaking that is acceptable to the Registrar and with which the member is in compliance; or
- (c) has resigned his or her Full certificate of registration and applied for and received an Inactive certificate of registration. O. Reg. 18/14, s. 7 (3).

#### **Terms, etc., Grandparented class**

10. (3) If a member fails to meet the condition described in paragraph 3 of subsection (1), the Registrar shall refer the member to the Quality Assurance Committee for a peer and practice assessment unless the member,

- (a) has successfully completed a refresher program approved by the Registration Committee;
- (b) has given the College a written undertaking that is acceptable to the Registrar and with which the member is in compliance; or
- (c) has resigned his or her Grandparented certificate of registration and applied for and received an Inactive certificate of registration. O. Reg. 18/14, s. 10 (3).

